



**CITY OF LAS VEGAS**  
1700 North Grand Avenue  
Las Vegas, New Mexico 87701  
Phone: (505) 454-1401 Fax: (505) 454-8027

# PURCHASE ORDER

**PO Number:** 210298

**Date:** 07/24/2020

**Request #:** 280406

**Vendor #:** 05248

**ISSUED TO:** ADRIAN ROYBAL dba ROYBAL'S SEPTIC SERVICE  
600 PINE RIDGE RD.  
LAS VEGAS, NM 87701-

**SHIP TO:** City of Las Vegas  
Attn:Utilities Department  
905 12th Street  
Las Vegas, NM 87701

**Vendor Fax #:**

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Sewer removal	600.00		610-0000-610-7407	600.00

DEPARTMENT ORDER

**Approved By:**

**Date:**

7/24/2020

<b>SUBTOTAL:</b>	600.00
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	600.00

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

**Finance Dept. (505) 454-1401 FAX (505) 454-8027**

## CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 280406

## BID REQUIREMENTS

## CHECK APPROPRIATE BOX

DATE: 7-24-20

## PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned or written quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: \_\_\_\_\_ - \_\_\_\_\_ AWARDED: \_\_\_\_/\_\_\_\_/\_\_\_\_; CONTRACT NO.: \_\_\_\_\_  
 (RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- ☐ SPD CONTRACT; SPD NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ EXEMPT PURCHASE; Provide Section No. \_\_\_\_\_.
- ☐ GSA CONTRACT; GSA NO.: \_\_\_\_\_ - \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ PROFESSIONAL SERVICES; \_\_\_\_\_
- ☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS  
 PRIOR TO PROCURING GOODS AND/OR SERVICES.

☒ EMERGENCY; \_\_\_\_\_ SECTIONS 13-1-127 STATE PROCUREMENT CODE

## STATEMENT OF NEED: (Must Complete)

Sewage hauling for overflow of detention center emergency

\*IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED\*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
7-24-20	Raybal's Septic	505-617-5658	Adrian Raybal	\$600.00

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	1	EA	Raybal's Septic Sewer Removal from detention center	\$600.00	\$600.00

VENDOR: Raybal Septic

TOTAL: \$ 600.00

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ \_\_\_\_\_

EXPENDED TO DATE \$ \_\_\_\_\_

CURRENT EXPENSE \$ \_\_\_\_\_

BALANCE \$ \_\_\_\_\_

SIGNATURE OF PERSON REQUESTING

610-0000-610-7407  
 FUND DEPARTMENT ACTIVITY

APPROVED BY: D. Chang 7/24/2020

BUDGET AVAILABLE YES: \_\_\_\_\_ NO: \_\_\_\_\_

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

CITY OF LAS VEGAS  
905 12<sup>TH</sup> ST  
LAS VEGAS, NM 87701

PHONE#  
**505-426-3334**

DEPARTMENT WWTP

**QUOTE SHEET**

QUOTE DUE BY: 7-24-20 TIME 12:00 PM Phone quote

VENDOR: Roybal Septic Services DATE: 7-24-2020

	ITEM & DETAILED	PART#	UNIT	EXT.
QTY	DESCRIPTION		PRICE	PRICE
1	Roybal septic service hauling sewage from detention center		\$600.00	\$600.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
	<b>PLEASE SIGN AND DATE QUOTE</b>			

**IF FREIGHT/SHIPPING OR TAX APPLIES, PLEASE QUOTE. ALL ORDERS ARE FOR DESTINATION. PRICE QUOTED TO BE VALID FOR 30 DAYS.**

QUOTATION BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

13-1-34. DEFINITION: BRAND NAME OR EQUAL SPECIFICATION.

“Brand name or equal specification” means a specification describing one or more items by manufacturer’s name or catalogue number to indicate the standard of quality, performance or other pertinent characteristics and providing for the substitution of equivalent item. History Laws 1984 ch. 65 7

THANK YOU,

Bernadette Gold  
Water Quality Technician  
[water.bgold@gmail.com](mailto:water.bgold@gmail.com)  
Phone # 505-426-3334  
Cell# 505-718-9365





## STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: **City of Las Vegas**

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: 505-454-1401 Ex. 1106

II. Name of Contractor: Roybal Septic Services

Address of Contractor: 600 Pine Ridge Rd. Las Vegas N.M. 87701

Amount of prospective contract: \$ 600.00

Term of prospective contract: One time on site services

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Utilizing services for sewage removal.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

City of Las Vegas sewer vector is in the shop being repaired we are using this service to haul sewage for the City's Detention center lift station.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Department is repairing vector asap so there is not a delay in sewage removal.

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Obtain a contract with current company or have an open P.O. to maintain options in case of current circumstances to maintain unit.


The City has a open p.o. in place for repairs for heavy equipment, due to delays in mail services parts are slow in process. This is not a ~~reacquiring~~ recurring problem.

Certified by:

  
\_\_\_\_\_  
Department Director

Date: 7/24/20

Approved by:

  
\_\_\_\_\_  
Procurement Officer

Date 7/24/2020

APPROVED

Date 7/24/2020

  
\_\_\_\_\_  
Finance Director